**Multimedia Classroom Presentation**  
*A Guide to the MU Plangere Center Multimedia Classroom*

Multimedia Classrooms in the Plangere Center at MU are equipped with following:

- Desktop Computer (w/Internet/Network Access)
- Laptop connection cables
- Display Control Unit (DCU)
- Video Playback: VHS/VCR, DVD / CD / Video CD (with universal Remote)
- Amplifier (Sound Controls)
- LCD Projector
- Projection Screen
- Overhead Projector

All Plangere Center multimedia classrooms have an instructor desk console with a Display Control Unit (the beige box/unit on one the side of the desk) and a media rack containing all media playback equipment (on the opposite side). To learn about using the technology in these rooms, attend a Multimedia Classroom Orientation session (or contact the ITS Media Center or the Faculty Resource Center). To schedule a Plangere Center multimedia classroom contact Debbie Mellish at ext 3477 or mellish@monmouth.edu.

**Problems?**
- Check Troubleshooting Tips below. If these don't work and the equipment isn't functioning: Call the Help Desk: x 4357 (HELP)

### To Activate the LCD Projector and Lower the Screen

1. Press the Power button on the Display Control Unit (this will turn on the LCD Projector and allow selection of appropriate playback equipment).
2. Use the Display Control Unit to select the source of the display (Main PC, VHS Deck, DVD Player, Laptop - Note: the PC Monitor displays whatever is selected on the DCU - if only PC Monitor required, please select this on the DCU).
3. Lower or raise the front screen by pressing the appropriate button on the 3 square-button panel (Up, Stop and Down).

### Use the Desktop Computer

1. Type in the Username: faculty and Password: faculty (to access the computer).
2. Use the computer as needed.
3. To display computer screen image via the LCD projector, Press "Main PC" button on the Master Control Unit.

### To Show a VHS Video or DVD/CD:

1. Press the Power button on the Display Control Unit (this will turn on the LCD Projector).
2. Turn the volume control on the DCU down (counterclockwise one turn).
3. Put your media (VHS tape, DVD, CD) in the appropriate player.
4. Select the desired device by pressing the appropriately labeled button on the Display Control Unit.
5. If using the remote, make sure the appropriate player has been selected (buttons located across the top of the remote).
6. If necessary, turn on the power to the VCR.
7. Insert and play your video and adjust the video volume.

### Problems?

**Picture but no sound?**
- Check that the volume control knob on the master desktop control unit (top right) is turned up. (Do not adjust the sound control knobs on the media rack amplifier unless absolutely necessary).

**Sound but no picture?**
- Check that the Display Mute button is not activated on the Display Control Unit (top row) - if an orange light shows, it is muted and you should press it again to unmute).  

**Remote not working?**
- Check that the system that you are trying to use is selected (buttons for the VCR and DVD Players are located along the top/right of the remote, Playback buttons along the bottom). Some of the remotes supplied in the classrooms have the ability to be turned on and off.
- Check that the batteries are charged. (This can be done by pressing any remote button and noting if the buttons light up).

**Getting TV channels before/after your Video?**
- Select 02 on the remote and hit the channel down button (- ) once to set it to a blank output mode.
To Show Cable TV:
1. Press the Power button on the Display Control Unit (this will turn on the LCD Projector).
2. Turn the volume control on the DCU down (counterclockwise one turn).
3. Select the desired device by pressing the appropriately labeled button on the Display Control Unit.
4. If using the remote, make sure VHS has been selected (buttons located across the top of the remote).

To Present from your Laptop:
1. Connect all cables:
   a. The LCD cable plugs into the monitor/screen port (there is only one place this cable can connect)
   b. The sound cable plugs into the headphone jack
   c. Connect your power cord and power up your laptop (Note: You must bring your own laptop power supply)
      [Note: There is no network connection for laptops in these rooms. Feel free to use the desktop unit to access the internet].
2. Select the Laptop by pressing the appropriately labeled button on the Master Control Unit
3. When the laptop boots up it should detect the LCD projector and you should see the image from your laptop screen projected.
4. Adjust the volume knob on the Master Control Unit as needed.

Lighting Adjustments
1. Adjust the lighting for various presentation modes by using the preset levels on the panel near the door:
   • **General** - all lights on [general classroom teaching]
   • **Present** - front track lighting off [most displays]
   • **AV** - front track lighting & front 2 rows of lighting off, back 2 rows on [longer videos/DVD films]
   • **Special** - front track lighting only on [special focus/dramatic presentations]
   • **Off** - all light off (when you leave the classroom)

2. The window shade can be lowered or raised by pressing (and holding) the black raise/lower buttons located on panel near the classroom door next to the lighting console (Raise (up), Stop and Lower (down)).

Remember to Power Down and Lock Up Before You Leave!
• Turn the LCD projector off - this requires that you hold the power button on the master control unit down for 2-3 seconds.

Note: Room control layouts vary slightly from room to room but are similar. Room 236 is the Audio/Radio Production classroom and requires special training and orientation prior to use. Anyone scheduled to teach in Room 236 who wishes to use the multimedia features of the room should contact the following individuals for an orientation and/or questions: Chris Cavallaro (x 3497, ccavalla@monmouth.edu) or Eric Reisher (x 5266, ereisher@monmouth.edu).